United Nations ST/IC/2004/37

Secretariat

2 September 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category**

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for those categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.

2. As indicated in information circular ST/IC/2004/36 of 2 September 2004, the International Civil Service Commission (ICSC) has determined that post adjustment multiplier 60.7 for staff in the Professional and higher categories in New York was due as of 1 September 2004. Therefore, the revised post adjustment multiplier of 60.7 was authorized for New York with effect from 1 September 2004.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of the International Civil Service Commission has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories, with effect from 1 September 2004. The revised scale is reproduced in annex I to the present circular.

4. The pensionable remuneration amounts for staff in the Field Service category will also be revised with effect from 1 September 2004. The revised scale is set out in annex II to the present circular.

5. The September 2004 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

* The present circular, which cancels and supersedes ST/IC/2003/52 of 5 September 2003, will be in effect until further notice.

04-49939 (E) 070904

Annex I

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2004

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	246 944														
Assistant Secretary-General															
ASG	228 244														
Director															
D-2	189 791	194 106	198 418	202 727	207 040	211 351									
Principal Officer															
D-1	172 507	176 045	179 581	183 112	186 650	190 363	194 154	197 944	201 728						
Senior Officer															
P-5	143 546	146 554	149 562	152 573	155 581	158 588	161 596	164 608	167 614	170 622	173 632	176 647	179 872		
First Officer															
P-4	117 172	120 073	122 966	125 861	128 763	131 656	134 553	137 452	140 347	143 241	146 136	149 042	151 934	154 831	157 730
Second Officer															
P-3	96 302	98 762	101 220	103 674	106 135	108 592	111 049	113 511	116 084	118 773	121 459	124 145	126 833	129 519	132 208
Associate Officer															
P-2	79 006	81 209	83 404	85 603	87 801	90 000	92 198	94 393	96 595	98 793	100 990	103 190			
Assistant Officer															
P-1	61 521	63 640	65 750	67 862	69 976	72 086	74 203	76 313	78 426	80 539					

Annex II

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 September 2004

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	116 528	119 589	122 653	125 708	128 770	131 832	134 897	137 955	141 018	144 076	147 139	150 203			
FS-6	96 937	99 510	102 087	104 652	107 225	109 799	112 368	114 968	117 774	120 587	123 400	126 207			
FS-5	83 450	85 639	87 835	90 030	92 227	94 419	96 615	98 808	101 005	103 200	105 395	107 587	109 782		
FS-4	73 198	75 025	76 843	78 665	80 485	82 307	84 128	85 953	87 771	89 593	91 414	93 176	95 055	96 878	98 699
FS-3	64 238	65 791	67 339	68 889	70 433	71 985	73 537	75 082	76 633	78 173	79 726	81 274	82 828	84 372	85 925
FS-2	56 596	57 896	59 270	60 636	62 004	63 372	64 679	66 107	67 475	68 848	70 213	71 581			
FS-1	50 376	51 488	52 596	53 701	54 808	55 922	57 030	58 206	59 411	60 610					

United Nations ST/IC/2004/38

Secretariat

9 September 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Host country travel regulations**

1. The Secretariat has received from the United States Mission to the United Nations a note verbale dated 12 August 2004 in which it informs the Secretariat that restrictions on travel beyond the five boroughs of New York City for Iraqi nationals employed by the United Nations and their dependants have been lifted.

2. The text of the note verbale is set out in the annex to the present circular.

* The present circular will be in effect until further notice.

04-50550 (E) 130904

Annex

Note verbale dated 12 August 2004 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to inform the latter that restrictions on travel beyond the five boroughs of New York City for Iraqi nationals employed by the United Nations and their dependants are hereby lifted. Similar restrictions on the members of the Permanent Mission of Iraq to the United Nations are also lifted.

Iraqi nationals employed by the United Nations Secretariat and their families are no longer required to seek permission to travel or to notify the United States Mission of personal or United Nations-related travel beyond the five boroughs of New York City.

United Nations ST/IC/2004/39

Secretariat

9 September 2004

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Procedures regarding citations for motor vehicle infractions**

1. The Secretariat has received from the United States Mission to the United Nations a note verbale dated 15 July 2004 in which it informs the Secretariat of the proper procedures to be followed regarding citations for motor vehicle infractions.

2. The text of the note verbale is set out in the annex to the present circular.

* The present circular will be in effect until further notice.

04-50558 (E) 140904

Annex

Note verbale dated 15 July 2004 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the permanent missions and observer offices to the United Nations and the United Nations Secretariat and has the honour to inform of the proper procedures to be followed regarding citations for motor vehicle infractions.

In accordance with international law, and without prejudice to properly accorded immunities, it is the obligation of the diplomatic community to respect and comply with laws and regulations of the United States. Traffic citations constitute notice that the recipient has not complied with local traffic laws and regulations. A fine is generally attached to the citation, payment of which is in accordance with the duty to comply with the law. Valid issuance of a traffic citation is not considered a violation of the immunities to which members of the permanent missions, some observer offices and certain officials of the United Nations may be entitled. In accordance with past practice, the United States Mission will not intervene with local jurisdictions to request dismissal of valid moving violations and all other non-parking citations. Prompt payment of all fines associated with such citations is expected.

If members of the missions or United Nations officials wish to contest the facts forming the basis for the issuance of a particular traffic citation, they should bring the matter to the attention of the United States Mission, which will provide appropriate guidance.

The United States Mission recommends that traffic citations incurred by members of the United Nations community be given immediate attention. Fines should be paid or contested within the time period mentioned in the citation.

Members of the diplomatic community who enjoy immunity will not be required to appear in judicial proceedings or otherwise to submit personally to the civil or administrative jurisdiction of the United States. Non-diplomatic personnel may, as in the past, be obliged to appear in judicial or administrative hearings to establish the facts in order to invoke an official acts immunity defence. Members of the diplomatic community are reminded, however, that immunity from jurisdiction does not imply that the United States is obliged to continue to honour the privilege to operate a motor vehicle if the privilege is demonstrably abused.

The United States Mission wishes to express its appreciation to the United Nations Secretariat and permanent missions and observer offices to the United Nations for their cooperation in the attempt to reduce traffic violations incurred by members of the diplomatic community.

United Nations ST/IC/2004/40

Secretariat

9 September 2004

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, January and May 2005**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 2005 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). The purpose of these examinations is to test a staff member's written and spoken knowledge of the language. Staff members who pass one or more examinations qualify for language-related incentives.

2. The 2005 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 11 and 12 January 2005
Registration, first session	Thursday, 9 December to Friday, 17 December 2004
Second session	Tuesday and Wednesday, 17 and 18 May 2005
Registration, second session	Thursday, 5 May to Friday, 13 May 2005

Those who wish to take the examination in January or May 2005 may register in one of three ways:

(a) By sending an internal e-mail to: Language Proficiency Examination in New York/NY/UNO;

(b) By sending an external e-mail to: unlpeny@un.org;

(c) By registering in person with the Learning Service at the Language Proficiency Office, in room DC1-201B (ext. 3-9503 or 3-9508) between 1 and 3 p.m. during the above registration dates.

3. The language proficiency examinations consist of a written and an oral part. The schedules for the January and May 2005 written examinations are as follows:

* Expiration date of the present information circular: 31 December 2005.

04-50616 (E) 150904

(a) First session

Tuesday, 11 January 2005

Russian ..... 9 a.m. to 12.30 p.m.

English ..... 2 to 5.30 p.m.

Chinese ..... 2 to 5.30 p.m.

Wednesday, 12 January 2005

Spanish ..... 9 a.m. to 12.30 p.m.

French ..... 2 to 5.30 p.m.

Arabic ..... 2 to 5.30 p.m.

(b) Second session

Tuesday, 17 May 2005

Russian..... 9 a.m. to 12.30 p.m.

English..... 2 to 5.30 p.m.

Chinese..... 2 to 5.30 p.m.

Wednesday, 18 May 2005

Spanish..... 9 a.m. to 12.30 p.m.

French ..... 2 to 5.30 p.m.

Arabic..... 2 to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the examination in order to allow for check-in procedures.

4. The number of the conference room where each written examination will be held will be posted on the bulletin boards in the Secretariat Building and in the DC1, DC2 and DC3 buildings, and will be announced as a broadcast via e-mail. Candidates should check the bulletin boards and their e-mails, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their written examination.

6. Copies of sample examinations can be obtained at http://unlpe.org.

7. Candidates will receive written notification of their examination results for the first session by the end of March 2005 and for the second session by the end of July 2005. No results will be available prior to official notice.

8. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility and requirements for registering for the examination.

United Nations ST/IC/2004/41

Secretariat

10 September 2004

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: **First day of issue — 21 September 2004: "My Dream For Peace One Day" Stamps**

Commemorative stamps

1. In resolution 55/282 of 7 September 2001, the General Assembly decided that an International Day of Peace should be observed on 21 September each year. The Assembly declared that the Day be observed as a day of global ceasefire and non-violence, an invitation to all nations and people to honour a cessation of hostilities.

2. In response, on 21 September 2004, the United Nations Postal Administration (UNPA) will introduce a new three-year stamp series with six commemorative stamps on the theme "My Dream For Peace One Day".

3. The stamps will be issued in denominations of 37¢, 80¢, F.s. 0,85, F.s. 1,20, €0,55 and €1,00.

(United States equivalents: F.s. 0,85: 68 cents; F.s. 1,20: 96 cents; €0,55: 67 cents and €1,00: $1.23, subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 30 September 2004.

04-50629 (E) 140904

Designs

4. The stamp designs were obtained through an agreement between Lions Club International and the United Nations.

5. Each year, Lions Club International sponsors a global youth peace poster contest. Children from around the world submit their artwork, which is judged on originality, artistic merit and expression of the annual theme. From among 24 finalists, one grand prize winner is chosen. Lions Club International has graciously given UNPA and other participating postal administrations exclusive rights to use the artwork of the finalists for the "My Dream For Peace One Day" stamp series. This year's designs are from the 2002/2003 competition.

General information

6. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first day cachets **only**. Members of delegations and the staff can obtain these items on Tuesday, 21 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby, in front of the windows between the cafeteria and the news-stand from 9 a.m. to 4 p.m.

7. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

8. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.